



Non-Guardian Access Form

This form is used to authorize someone who is not a legal guardian of a child (such as a step parent) to have access to your child's educational records or authorize as a pick up person and/or emergency contact. Per Minnesota State Law, only one parent/guardian needs to approve this and submit the form.

I am authorizing the person(s) listed below to have the rights designated below in regards to the student(s) named below:

Student(s):

Student Last Name (legal):	Student First Name (legal):	Birthdate:

I am authorizing the designated rights to the following person(s):

Last Name (legal):	First Name (legal):	Providing Rights to:
		<input type="checkbox"/> Emergency contact (if parent can't be reached) <input type="checkbox"/> Access to child's educational records <input type="checkbox"/> Authorization to pick up child <input type="checkbox"/> Authorization to make changes to child's transportation arrangements
Birthdate:		Relationship to Student:
Phone:		Email:

Last Name (legal):	First Name (legal):	Providing Rights to:
		<input type="checkbox"/> Emergency contact (if parent can't be reached) <input type="checkbox"/> Access to child's educational records <input type="checkbox"/> Authorization to pick up child <input type="checkbox"/> Authorization to make changes to child's transportation arrangements
Birthdate:		Relationship to Student:
Phone:		Email:

I, _____, proclaim that I am the legal guardian of the student(s) listed above and am authorizing the rights listed above for the above named person(s) from the date on this form until I rescind access by providing written notification to the district.

Sign and Date:

Legal Guardian Signature:	Date:

A completed form can be submitted by dropping it off at any of our school offices, or submitting via email to enrollments@biglakeschools.org or via mail to:
Big Lake Schools / District Office 501 Minnesota Ave Big Lake, MN 55309